



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-11-13

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: American Citizen Services (ACS) Consular Assistant
OPENING DATE: Monday, February 21, 2011
CLOSING DATE: Monday, February 28, 2011 - max. 4:30 p.m.
WORK HOURS: Full-time; 40 hours/week
SALARY & GRADE: FSN-08

In-house candidates must apply through their supervisors.

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking a qualified individual for the position of ACS Consular Assistant in the Consular Section (CONS) at the U.S. Embassy Khartoum Sudan.

BASIC FUNCTION OF POSITION:

Under the general direction of the ACS Specialist, the Incumbent is responsible for processing the full range of ACS services, as well as managing emergency ACS cases. In the absence of the ACS Specialist, is the lead LES employee responsible for ACS processing. In emergency cases, travels to assist American citizen after hours on-site. Back up to consular Sub-Cashier. Assists with Arabic-English interpreting for Non-Immigrant Visa cases.

MAJOR DUTIES AND RESPONSIBILITIES:

--Under the general direction of the ACS Specialist, the Incumbent is responsible for processing the full range of ACS services, as well as managing emergency ACS cases. In the absence of the ACS Specialist, is the lead LES employee responsible for ACS processing.

--Assists Americans applying for passports, CRBAs, notary, and other services; prepares passport application files for adjudication, assures that all fees and copies are paid for and all relevant documents are scanned. (40%)

--Assists with Arabic-English interpreting for NIV cases; backs up NIV assistants in processing NIV applications as needed. (20%)

--Vets and assists in processing of complex repatriation and/or financial assistance cases based on expertise in consular regulations and post policy. Assists ACS Specialist with prison/death cases based on knowledge of consular regulation, post policy, local laws and customs. In emergency cases, travels to assist Amcits after hours on-site. Assists ACS Specialist with F-77 Report on potential evacuees, and in emergency planning. (15%)

--Back-up to Consular Sub-Cashier (15%)

--Responsible for ordering all expendable supplies for the consular section. Must assure that the section is well-stocked with these supplies at all times. (5%)

--Other duties as assigned (5%)

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Bachelor's Degree in one of the following: Business Administration, Law, Social Work, Computer Science, Human Resources, English, or Nursing.
2. **Prior Work Experience:** Three years of progressively responsible experience in work involving the application of complex regulatory material, investigative activity, and extensive public contact. Alternatively, other closely related experience in a lesser amount may be acceptable if acquired in the performance of special consular services.

3. Language Proficiency: (This will be tested)

	Speaking	Reading	Writing
English	Fluent	Fluent	Fluent
Arabic	Fluent	Fluent	Fluent

4. Skills:

- Exercise of tact and good judgment in dealing with the public, often under difficult and sensitive circumstances.
- Ability to develop and maintain an extensive range of contacts at the working level with local officials and representatives of private organizations.
- Ability to render advice with detachment and objectivity. Ability to apply complex regulations correctly.
- Ability to draft moderately difficult reports and correspondence in precise and correct English.
- The incumbent must be capable, in addition to supervisory responsibilities, of dealing with the full (or nearly full) range of services and the most complex and unusual problem situations arising there from.

SELECTION PROCESS:

- Applicants must be eligible for appointment under local government laws and regulations.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.
- When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current FSN employees serving less than one year in their current positions are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested individuals for this position should submit the following or the application will not be considered:

1. DS-174, Application for Employment for LES and Eligible Family Members. This form and all information about the positions and application procedures are available at the U.S. Embassy website http://sudan.usembassy.gov/job_opportunities.html, "Job Opportunities".
 2. ONLY Application Form DS-174 will be accepted. DO NOT attach any additional documents. Applications submitted on any other form or with attachments will NOT be considered.
 3. Completed applications must be received on or before the closing date. Applications received after the closing date will not be considered.
 4. Applications may be submitted through:
 - E-mail: KhartoumHRAApplications@state.gov. Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
- OR**
- Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. Application box outside Consular Entrance.
 5. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

POINT OF CONTACT:

Human Resources Office
U.S. Embassy, Khartoum
Telephone: 249-1-870-22000 Ext. 2746

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM) - For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under

legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) - An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) - A Foreign National or US citizen who:

- Is locally resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.
- EFMs without US Social Security Numbers are also OR.

All OR employees, including US citizens, are compensated in accordance with the LCP.

.....
The US Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

